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PREPARATION OF MANUSCRIPTS FOR PUBLICATION IN
THE OHIO JOURNAL OF SCIENCE

The following suggestions are presented in order to minimize revisions and editorial corrections. Uniformity of style and format necessitates attention to detail by authors.

STYLE. Recent issues of the Journal should be examined so that authors become familiar with its general style. Footnotes should be neatly typewritten on single 8½ X 11 inch paper with all double-spaced throughout. Manuscripts should be numbered consecutively. Extensive quotations in the text should be typed with slightly wider margins. Words and numerals to appear in italics should be underlined in the typed copy. Acceptable symbols or abbreviations for units of measurement; e.g., see Style Manual For Biological Journals, compiled by the Conference of Biological Editors of the American Institute of Biological Sciences, 2000 P Street N. W., Washington D. C. 20036.

Title is to be typewritten in capital letters. Scientific names of organisms in the title should be underlined. The author's name should be typewritten in capital letters below the title. The address of the department, institution, city and state which are to be credited with supporting the author and his work should be typed (caps and lower case) below the author's name and underlined. If more than one institution is to be credited, their names should appear in the order of their importance in the title.

Main headings are to be typed in capital letters, centered and not followed by a period; secondary headings are to be typed in lower case with the initial letter of main words capitalized and each word in the heading underlined. Tertiary headings appear at the beginning of a paragraph, followed by a period and a dash.

TABLES. Tables are to be typed, double-spaced, on separate sheets of paper, one table to a page, numbered consecutively, and placed in a group at the end of the manuscript. Keep the number of tables at a minimum; numerous small tables especially should be avoided. When the headings for a number of tables are similar, an attempt should be made to combine the tabular data thereby avoiding numerous repetition of the same headings. Use a decimally spaced reference for units of measurement; e.g., see Style Manual For Biological Journals, compiled by the Conference of Biological Editors of the American Institute of Biological Sciences, 2000 P Street N. W., Washington D. C. 20036.

The position of the tables in the preferred order for the publisher should be indicated on the galley proof. Tables are referred to in the text as "table 1" or "(table 1)."

ILLUSTRATIONS. All illustrations are referred to as "figures" and must be numbered consecutively. They may be photographs or line drawings in black India ink. As many as possible of the illustrations should be grouped and mounted close together on heavy white cardboard, for reproduction grouped as a single cut is more economical. Engraved illustrations, for example, must be submitted in a plate. The proper size of each illustration should be noted along the bottom edge of the illustration with author's name, figure number, and size after reproduction, and on the back with author's name and title of manuscript. Use of illustrations not original with the author must bear permission for use and credit to the originator. Make the size and proportions of each group of illustrations suitable for reduction to the width of the printed page (5½") and any portion of the length (7¼"). Care should be taken to insure that a figure does not occupy any more space than necessary. Excessive white space should be eliminated. Line drawings for reproduction are often made too large. As a general rule the dimensions should be no greater than 9X18 inches. If carefully drawn they need be no more than 50 percent larger than the size desired when in print. Special care should be taken to insure that all lettering is large enough to be read after reduction. A graphic scale should be drawn on each figure to automatically indicate the size of the original regardless of reduction. Original drawings should be submitted for making engravings. In addition to the original illustrations, two photographic copies of each (no larger than 8½x11 inches) must accompany the manuscript to avoid delay in review. Projected illustrations (usually fold-out maps) will be accepted for publication only by special arrangement with the editor and assumption of incurred additional expense by the author.

Each figure must have a suitable legend, even though it may be completely described in the text.

FOOTNOTES. Footnotes to tables are permissible as described above. Reference to the literature is not permitted as footnotes but must be handled as described below. Acknowledgments are incorporated in the regular text at the end of the summary, just before Literature Cited.

Text footnotes are to be avoided and only two kinds are permissible. A footnote on the title may be used to state "Department publication No. . . . . " "Supported by a grant from . . . . " or "Part of a dissertation submitted in partial fulfillment . . . . " A footnote on the author's name may be used to state "Present address . . . . " or "Fellow of the . . . . " All other material or comments must be incorporated in the text.

REFERENCES OR LITERATURE CITED. References to scientific literature should be accumulated in a list arranged alphabetically by author's last name, and typed, double-spaced, on a separate sheet of paper at the end of the manuscript. Each reference should be entitled REFERENCES OR LITERATURE CITED. Type the page should be entitled REFERENCES OR LITERATURE CITED, typed in caps and centered. Examine recent issues of the Journal for the detailed form. References are referred to in the text as "(Patterson 1940)" or "(Patterson, 1940). In case of more than two authors, "— et al. may be used in the text, but all coauthors must be listed in the reference section. Total number of pages should be given for books.

ABSTRACTS. The abstract should be a concise summary of the significant facts contained in the paper. It should be sufficient within itself, presenting the main conclusions of the paper, any new compound, species, or mineral, etc., described, and procedures critical to the results presented in the paper. It should be brief and concise, not over 250 words and preferably shorter, but complete sentences should be used to promote comprehension and clarity and to avoid ambiguity. Words such as "are presented" or "is explained" should be avoided. Abstracst is not to contain illustrations, tables, references, or footnotes.
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